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Class Specifications  
for the Class:

PROFESSIONAL TRAINEE II

DISTINGUISHING CHARACTERISTICS:

**Complexity:** This is the advanced trainee level through which the trainee advances as part of his/her progression to full performance as an independent worker. Work assignments range from the simple to the moderately complex and are generally characterized by clear and specific objectives to be reached by the application of basic methods and techniques of the occupational specialty and specific standards, guides and regulations. The primary work processes and tasks follow well-established procedures, and determinations can be made by the direct application of specific standards, guides, etc. Additional assignments are selected to develop the employee for eventual progression to the independent worker or higher level.

**Supervision Received:** The advanced trainee receives specific guidance, instruction and orientation on all aspects of the work during intensive training periods. Supervision is relaxed on assignments of a routine and simple nature, but is close and immediate on assignments of a more difficult and complex nature. Training and work assignments are closely and critically reviewed to assure potential for advancement to the independent worker level. As the trainee's knowledge, abilities and skills increase, additional assignments characteristic of higher level work are made for developmental purposes and supervision is gradually relaxed.

**Nature and Scope of Recommendations, Commitments, Decisions and Conclusions:** Work performed and recommendations made are reviewed by a specialist of a higher level or by the supervisor for soundness of analysis, thoroughness, and accuracy in the details of the preliminary work and for the application of good reasoning and judgment.

**Knowledge, Skills and Abilities:** In addition to the knowledge, skills and abilities required at the next lower level, employees are expected to have a practical working knowledge of the principles and standard methods and techniques which apply to the occupational specialty, and the ability to apply those principles, methods and techniques to actual work assignments; obtain pertinent factual data; analyze and make sound recommendations as to the action to be taken.

EXAMPLES OF DUTIES: (The following examples of duties are not necessarily descriptive of any one position in this class. Furthermore, the omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of positions should not be based solely on the examples of duties performed.)

1. Completes work assignments of simple to moderate/limited difficulty by applying well-established procedures, specific standards, guides and legislation.
2. Assists higher level worker on assigned projects or works on projects according to defined objectives and methods.
3. Complete work assignments characteristic of the next higher level of work for training and development purposes.

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This is the first class specification for the new class,  
PROFESSIONAL TRAINEE II.

Effective Date: 12/09/93

DATE APPROVED: 12/09/93

/s/ Ann K. Kon  
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Director of Personnel Services